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# Applying for Vehicle Titles and License Plates

*Guidelines  
for New  
Illinois  
Residents*

**ILLINOIS DOCUMENTS**

**JUN 22 2000**

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Jesse White  
Secretary of State



## Providing Services for New Residents

Congratulations on choosing Illinois as your new home. Let me welcome you to one of the most hospitable and prosperous states in the nation, a state aptly called the "Land of Lincoln."

As someone who has dedicated his life to serving the public, let me assure you that as Secretary of State, I remain committed to providing friendly, efficient and timely service to the residents of this state.

This brochure provides information to help you obtain an Illinois title and license plates for your vehicle. Please contact my Vehicle Services Department if you need further information about title and registration procedures.

I look forward to serving you.

Sincerely,

*Jesse White*

Jesse White

Secretary of State

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# How to Apply

New residents have 30 days to apply for an Illinois title and registration after establishing residence, provided the vehicle is properly registered in another jurisdiction. Complete an **Application for Vehicle Title and Registration** (VSD-190) and provide supporting documents verifying the following information:

1. Name and address of the owner.
2. Odometer reading as it appears on the vehicle odometer. Do not include tenths of a mile. Mark the appropriate boxes: ACTUAL MILEAGE, NOT ACTUAL MILEAGE, OR IN EXCESS OF MECHANICAL LIMITS (THE ODOMETER HAS ROLLED OVER).
3. Description of the vehicle, including year, make, model, vehicle identification number, body type, date of purchase and whether new or used.
4. Names and addresses of any lienholders in order of priority.

The form is a standard application for vehicle title and registration. It includes sections for:

- OWNER INFORMATION:** Name (Mark Brown), Address (202 Vine Avenue, Mill Lane, IL 62754), and phone number (555-1234).
- VEHICLE INFORMATION:** Vehicle identification number (WDBJF55F3VA381499), year (1997), make (Mercedes-Benz), model (E320), and body type (4 Door).
- DRIVER'S LICENSE:** Name (James Gregory), address (Springfield, IL), and a signature (Mark J. Brown).
- LIENHOLDER:** None.
- OTHER:** Transfer (checkmark), title (checkmark), and address (Springfield, IL).
- SIGN HERE:** A section for signatures, with a handwritten signature of "Mark J. Brown" over "SIGN HERE".
- AUDITORS USE ONLY:** Fields for audit numbers and tax information.

**SUPPORTING DOCUMENTS:** The application must be accompanied by the out-of-state certificate of title or other proof of ownership acceptable by the Illinois Secretary of State. If the title is being held by an out-of-state lienholder due to an outstanding loan, a copy of either the title, Certificate of Origin, out-of-state registration or Bill of Sale, and a copy of the loan agreement must be submitted in lieu of the title. Call the Mail-In Title Audit Section at (217) 782-6306 for further details.

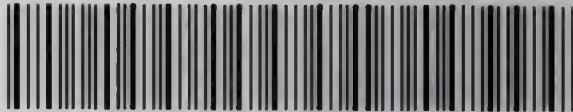
**ADDITIONAL DOCUMENTS:** Some plate categories may require additional documentation such as:

- proof of financial responsibility
- proof of vehicle inspection certification
- proof of disability
- proof of disabled veteran status
- proof of military status
- legible photocopy of FCC License.

**SALES TAX:** Vehicles titled and registered in another jurisdiction three months prior to moving

to Illinois are exempt from Illinois tax. Tax form **RUT-50** (if purchased from an individual) or **RUT-25** (if purchased from an out-of-state dealer) must be submitted showing exempt status. Lessors, lessees, businesses relocating to Illinois, and military persons whose home of record is Illinois are not entitled to this exemption, although depreciation is allowed. Tax form **RUT-25** must be completed to allow depreciation.

If you recently purchased and have not titled or registered the vehicle you are bringing into this state, a properly completed tax form, either **RUT-25** (if purchased from a dealer) or **RUT-50** (if purchased from an individual) and any applicable tax (payable to the Illinois Department of Revenue) must accompany your application to the Secretary of State's office. See tax forms for further explanation and contact the Department of Revenue if necessary at (800) 732-8866 (Illinois only) or (217) 782-3336.



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## What Vehicles Must Be Titled and Registered

All vehicles operated on Illinois public roads must be titled and registered. If a motorcycle, all-terrain vehicle or motor-driven cycle is not properly manufactured or equipped for general highway use as required by law, it is not eligible for registration but will be issued a distinctive Certificate of Title.

**TITLE ONLY REQUESTS:** For vehicles that will not be operated on public roads, a vehicle title application (VSD-330) only is required, along with the proper fee. Titles showing a lien are mailed to the lienholder while others must be mailed directly to the owner at the residence on the title.

### Fees

- Title fee ..... \$65
- Title fee for all-terrain vehicles and off-road motorcycles **not** used for production agriculture ..... \$30
- If used for production agriculture ..... \$13

### Annual License Plate Fees

- Passenger car ..... \$78
- Environmental ..... \$118
- B-truck (up to 8,000 lbs.) ..... \$78
- Motorcycle ..... \$38
- (after Sept. 15) ..... \$19
- Small trailer (up to 3,000 lbs.) ..... \$18

### Vanity License Plates Fees

*(Initial fee in addition to fee shown above)*

- Passenger car ..... \$94
- B-truck ..... \$94
- Motorcycle ..... \$50
- Recreational vehicle ..... \$94
- Recreational trailer ..... \$50
- Antique vehicle ..... \$94
- Person with disabilities vehicle ..... \$94

An annual **\$13** vanity plate fee is charged in addition to the annual registration fee. Other registration fees vary according to weight, special use of the vehicle, business concern, etc. Make fees payable to the Secretary of State. **Do not send cash.**

## Where to Apply

- Most Secretary of State Driver Services facilities
- Customer Service Centers in Springfield:
  - Howlett Building, 501 S. Second St.
  - 2701 S. Dirksen Parkway
- Branch offices in Chicago:
  - 100 W. Randolph
  - 5401 N. Elston
  - 9901 S. King Dr.
  - 5301 W. Lexington

or mail to:

Office of the Secretary of State  
Mail-In Title Audit Section  
628 Howlett Bldg.  
501 S. Second St.  
Springfield, IL 62756

## Renewal Information

**Vehicle owners are responsible for maintaining valid registration.** All vehicle registrations expire at the end of the month. As a courtesy to motorists, the Secretary of State mails out registration renewal applications prior to the expiration date. If you do not receive a renewal application, contact the office.

Motorists may renew their registration:

- by mail,
- by phone through Touch-Tone Renewal,
- at a Customer Service Center or most Secretary of State Driver Services facilities, or
- at a financial institution (passenger car, B-truck, small trailer and motorcycle **only**).

## Mandatory Insurance

All motor vehicles registered and operated in Illinois must have liability insurance covering property damage and/or injuries you may cause others in an accident.

## For More Information

Toll-free (800) 252-8980  
Chicago (312) 793-1020

[www.sos.state.il.us](http://www.sos.state.il.us)

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